SECRET

AGENDA

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

5 May 1983 - 1000 Hours

25X1

PRESENTER

Daniel C. King, D/L

Opening Remarks

Objectives

Conduct a Comprehensive Review of Personnel Management Functions

0

Provide a System for More Timely and Efficient Response to Space Requirements (CADS)

Implement the Digital Prepress System

Continue to Work with GSA for Improved Service

Construct 50,000 NET Square Feet of Space

Improve Responsiveness to Politically Sensitive Requirements for Goods and Services

Provide Support to SAFE, Phase II

Closing REMARKS

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DANIEL C- King

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Office: OL/P&TS Objective Statement: Comprehensive Review Responsible Officer: Significant Funding Amount: \$		Management		- Scheduled - Actual
Activities Planned	Quarter 1	Quarter 2	Quarter 3	<u>Cuarter</u>

Activities Planned	- 31	urte	1	3:	arter	2	_Qu	arter	3	Qua	rter	L
Accivities Planned	COT	::cv	DEC	JAH	FE3	MR	APR	MAY	יניונ	ĺ	AUG	
Career Development												
Establish a Logistics Professional Development Program for all OL entrants:												
1. Canvass OL division and staff chiefs on training required in each specialty.		ОХ										
2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned.			A STATE OF THE PERSON NAMED IN			0 -					0	
3. Implement the program.								0-			- -	. 0
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DC-44-CHPRES												
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Office: CL/P: TS Objective Statement: Responsible Officer:	COMPTERENSION REVIEW	Ut PERSUNNEL MA	NAGEMENST (O — Scheduled X — Actual
Significant Funding Am	rount: \$FY 1983			

Quarter Ending:

Activities Planned		Quarter	1	G	varter	2		Quarter	3		Quarter .	4
ACTIVITIES Flannea	ОСТ	ИОУ	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP
RECRUITMENT												
Identify sources of minority applicants of interest to OL and methods to recruit these individuals.											0	
Utilize outcome of preceding objective in current recruitment effort.											0	
PERSONNEL EVALUATION												
Review OL personnel evaluation criteria and revise as appropriate.												0
COMMUNICATIONS												
1. Develop content of and procedures for interviews with new ML careerists.) -					0			
Initiate interview program.										0		
2. Develop concept of a quarterly newsletter on personnel topics for OL employees.										0		
Publish first issue of the newsletter.												0
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Activities Plenned	-3	into	<u>r 1</u>	<u>Ş</u> :	arter	2	_Q	arter	3	Qua	rter	
Activities Flanmed	COT	:.oa	DEC	JAH	FE3	MR	APR	MAY	Jin			
Carger Development												
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. Design a training program to cover 11 OL components with emphasis on he specialty to which the entrant ill be assigned.						0 -			<u> </u>		. 0	
. Implement the program.	-		- 1					0-	-		1	- o
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Sept.						- 1						

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Office: Objective Statement: Responsible Officer: Significant Funding Amount	OL/RECD Provide a training	facility	O — Scheduled X — Actual
Quarter Ending:	31 March 1983		

Activities Planned		Quarter	3	C	Quarter	2		Quarter	3		Quarter	4
ACTIVITIES Fluinted	ОСТ	ИОУ	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SE
Start Construction	ох											
eneficial Occupancy										0		
<i>;</i> ·												
	1			1								

Quarter Ending:

Activities Planned		Quarter	1	C	uarter	2		Quarter	3		Quarter -	4
Activities Flanned	OCT	ИОЛ	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP
In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer-Assisted Design & Drafting System					x (0		
Establish requirements for a Request for Proposal (RFP)			-		x (0	

Office: Objective Statement: Responsible Officer: Significant Funding Amo Quarter Ending:		FY82	h GSA :	for Improved	Services	O — Scheduled X — Actual
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Activities Planned		Quarter	1	(Quarter	2		Quarter	3	(Quarter 4	4	
Activities Fluitiled	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
Either by Delegation of Leasing Authority from GSA or by use of DCI Authority, obtain the following new space for Agency purposes:													
Lease and renovate Building										:		'	25
Begin Renovation Complete Renovations and Occupy Building		0X			0 -		-0X						
Lease and renovate Building												,	2
Complete requirements drawings and submit to Lessor Lessor preparation of contract drawings and submission of cost proposal Review of Government and Lessor cost determinations and						0X			0				
negotiation of construction cost agreement Complete renovation and occupy building										0 0 -			*
*Anticipated occupancy Building is November-December, 1983													25)

Office: Objective Statement: Responsible Officer: Significant Funding A	82 and	O — Scheduled X — Actual	25X
Quarter Ending:	31 March 1983		

Activities Planned		Quarter	1	(Quarter	2	(Quarter	3		Quarter	4
ACIVITIES Fluinied	Activities Planned OCT NO Ite improved power plant ty at Headquarters. Les reliability study and arce requirements - power Octronomy of the provided state of the power of	ИОУ	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP
Investigate improved power plant reliability at Headquarters.												
Utilities reliability study and resource requirements - power plant		į.										
Perform Study	ox-			0								
Brief DDA and Staff					0	X						
Brief GSA Staff		1				0	0					
Determine future responsibility for Maintenance & Operation												
		1										

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Office: OL/LSD and OL/REC)		O — Scheduled	
Objective Statement: <u>To conti</u>	<u>nue to w</u> ork closely with	n GSA to improve service to the Agency	X — Actual	
Responsible Officer:		and obtain independent authority for		25X1
Significant Funding Amount: \$	FY	the Agency to lease, acquire, or const	truct	
Quarter Endina:		real property.		

	Activities Planned		Quarter	1		Quarter	2		Quarter	3	'	Quarter	4
	Activities Plannea	OCT	NOV	DEC	MAL	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
0	Meet regularly with project control officer from the Office of the Administrator, GSA.		Х		Х			0		0		0	
0	Perform monthly "Walk-Abouts" with DDA.	Х	Х	Х	Х	х	Х	0	0	0	0	0	0
0	Coordinate action items with GSA Buildings Manager.	х	х	Х	Х	Х	Х	0	0	0	0	0	0
O	Provide project support officers to outlying buildings to identify problems, evaluate GSA performance and coordinate actions.	X											
0	Work with GSA Region III to develop a prospectus for Building.							0					

Office: RECD/OL and LD/SG/NPIC		O — Scheduled
Objective Statement: Construct 120.000 NET SQ. FT.)	X — Actual 25X
Responsible Officer:		25X
Significant Funding A FY 82 & 83	(a)	
Quarter Ending: 31 March 1983		

Activities Planned		Quarter	1	(Quarter	2		Quarter	3		Quarter 4	4	
Activities Planned	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	1
CONSTRUCTION PROJECT MILESTONES		:							1				1
COMPLETE 3rd FLR DESIGN	ОХ	:	r- 1										2
AWARD OPTION 1 - INTERIOR FINISH FLRS 1-3		OX	į										
AWARD OPTION 2 - CONSTRUCT FLRS 4-6		OX											
AWARD CONSTRUCTION		ļ.	OX										25)
CONSTRUCTION SCHEDULE			.	<u> </u>									
RESOLVE FOUNDATION PROBLEM - DIRECT GEN CON TO MODIFY PILINGS		:		ОХ									
REVISE CPM NETWORK			o T		0		Х						
TOP OUT 6 STORY STRUCTURE (TBR)											0		
STRUCTURE CLOSED TO WEATHER (TBR)												0	
ENTATIVE REVISION OF BOD		<u>.</u>	!			 		 					
FLR 1 & 2 BOD 1 MAR '84													
FLR 3 BOD 10 MAY '84			:										
FLR 4 BOD 10 MAY ' 84		1											
FLR 5 & 6 BOD 1 OCT '84			į										

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				CUM	PAK		983			11	ON SCI	HE DU	LES)			19	984							198	15
	1s	t Q	tr	2n	d Q	tr	3r	d Qtr	4	th	Qtr	1st	Qt	r	2nc	Qt	r	3rd	dQ	tr	4t	h Q	tr	:1s	t Qt	r
	J	F	М	Α	М	J	J	A S	0		N D	J	F	М	Α	М	J	J	Α	S	0	N	D	j	F	M
ORIGINAL CONTRACT			-	-	_	_	! :		<u> </u>	*	1,	2,3	F1 1	s			1	i	! !		4,	: 5,6	F1	rs	1	
DELAYED SCHEDULE			:			! !				*						1,2	,3	F1	rs	!		1	:	:	4.5	
5 MONTHS SLIP (1)						:	:	1	:	*:			1,2	2 F	lrs								••••• •	:		,,,
REVISED SCHEDULE TBR (2)							-			1		:		_	_	3,4	F:	lrs —		.5,	6 F	lrs	:	:		

(1) EXCUSABLE DELAY DUE TO CHANGED SITE CONDITIONS. 3 WEEKS FOR SEWER PROBLEMS, 4 1/4 MONTHS FOR FOUNDATION PROBLEMS.

(2)	INCLUDES	ACCELERATION	FFFORT	DURING	CONCRETE	STRUCTURE	STAGE	25X1

* CRITICAL DATE TO BE "CLOSED-TO-WEATHER" OR SLIP ADDITIONAL MONTHS.

RLH 4/13/83

	25 X 1
ADDITION	
CONSTRUCTION PROGRESS	_
AS OF 10 APRIL - ALL 1st STOREY COLUMNS POURED	
- 25% OF 2nd FLR SLAB POURED	
- EXPECT 2nd FLR COMPLETION BY 25 APRIL '83	
- EXPECT SUBSEQUENT FLOORS EVERY 20 DAYS	
CONTRACTOR IS CORRECTING REVISED CPM, DUE BY 18-22 APRIL '83	
- ESTABLISH AMOUNT OF DELAY AND ACCELERATION COSTS FOR AN OCT '84	
CONTRACT COMPLETION	
MINOR ACCELERATION COSTS HAVE BEEN INCURRED TO ASSURE WEATHER	25 X 1
CLOSURE BY NOVEMBER 1983	

RLH 4/13/83

- 44.		
Office:	Procurement Division, OL	O Scheduled
Objective Statement:	Improve Responsiveness to	Requirements for Goods and Services X — Actual
Responsible Officer:		that are Politically Sensitive
Significant Funding A	mount: \$FY83	-

25X1

Quarter Ending: 31 March 83

Activities Planned	(Quarter	1		Quarter	2	Quarter 3			Quarter 4		
Activities Fidinied	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	אטנ	JUL	AUG	SEF
Develop a system to monitor and timely satisfy requirements that are sensitive, have executive interest and are needed for operational support.												
a. Establish a method of dentifying those requirements that need to be monitored upon receipt.			ох									H I I I I I I I I I I I I I I I I I I I
b. Identify modifications to PDMIS that will automatically monitor the requirements.				ох								The state of the s
c. Implement and test the modifications to PDMIS.						ох						
II. Execute renewal service contracts by the end of the Fiscal Year (Except Chose subject to GSA schedule requirements).												
a. Define the problem				0-	-0-			-0				
b. Explore alternative procedures								0-		-0		
c. Implement										-0-	- 0	

Office:	OL/PD	O - Scheduled
Objective Statement:	Improve Responsiveness to Requirements for Goods and Services that are	X Actual
Responsible Officer:	Politically Sensitive	25.
Significant Funding A	nount: \$ FY 83	

Significant Funding Amount: \$_____ FY_93

Quarter Ending:

Activities Planned	(Quarter	1		Quarter	2	Quarter 3			Guarter 4		
Activities Flanned	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEF
Develop a system to monitor and timely satisfy requirements that are sensitive, have executive interest and are needed for operational support.											:	
 a. Establish a method of identifying those requirements that need to be monitored upon receipt. 			ох									
b. Identify modifications to PDMIS that will automatically monitor the requirements.				ОХ						A		
c. Implement and test the modifications to PDMIS.						ox						Andrew & State of Sta
					1							

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	OL/PD	CONTRACT Revewals - AN Pije Old PhebleM psiveness to Requirements for Goods and Services that are	O — Scheduled X — Actual
Responsible Officer:		Politically Sensitive	
Significant Funding Ar	nount: \$	FY_83	

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Activities Manned		ИОУ	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Execute renewal service contracts by the end of the Fiscal Year (Except those subject to GSA schedule requirements).												
a. Define the problem				0	0							
b. Explore alternative procedures			1					0				
c. Implement			-							0		
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Office:
Objective Statement:
Responsible Officer:
Significant Funding Amount:
Quarter Ending:

OL/LSD and OL/RECD
Provide support to SAFE, Phase II

FY_83

FY_83

O — Scheduled X — Actual

25X1 25X1

	Activities Planned		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
			ост	ИОУ	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1.		ovate space and rleocate personnel equipment (LSD).			4									
	a.	Complete drawings to relocate the Map Library.		@ X										
	b.	Complete backfill of space allocation to the DCI area, DDO, DDA and DDS&T.			6 X									
	с.	Free up space for Phase II.					0	-x						
II.	Com	plete modifications of space (RECD).												
	a.	Complete Phase II Design.		0	X									
	b.	Award Phase II Construction.					0	-x						
	c.	Complete Phase II Construction.											0-	X
													7	

Quarter 1

OCT NOV DEC

Quarter 3

APR MAY JUN

Quarter 4

JUL AUG SEP

Quarter 2

JAN FEB MAR

Office: OL/RECD/HEB
Objective Statement: Site Construction, Phase II, Project SAFE
Responsible Officer:
Significant Funding Ar
Quarter Ending: 31 December 1983

Activities Planned

1. Advertise Contract
2. Open Bids
3. Award Contract
4. Site Construction
5. Receive and Install UPS